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## Mail Forwarding Facts

**Make sure your mail moves with you!**

**1. At least one month before you move**

mail the enclosed Change of Address Form (PS Form 3575).  
The US Postal Service will send a notice to your old address  
confirming receipt of this change of address order.  
The following mail will be forwarded at no charge for  
the period indicated:

First-Class Mail, Priority Mail and Express Mail:  
12 months, unless otherwise requested by mailer

Newspapers and magazines: 60 days

Packages weighing 16 ounces or more:  
12 months, locally (You pay forwarding charges if you  
move outside the local area. If you do not want this class  
of mail forwarded, contact your local post office.)

**NOTE!** Circulars, books, catalogs and advertising  
mail under 16 ounces will not be forwarded unless  
requested by the mailer.

**2. Send the enclosed Address**

**Notification Cards** to the people and businesses  
who send you mail. You can ask for more cards at the  
post office.

**3. Three to ten days after you move in,**

look for your U.S. Postal Service Change  
of Address Confirmation Letter and/or  
Welcome Kit with valuable information  
about your new community.



**4. If your move is only temporary,**

even if it's just for a season or a semester, notify the  
post office of your address change with the official  
Change of Address Form. Be sure to indicate the date  
on which they should stop forwarding your mail.



**MORE  
INFO**

Learn more about forwarding  
your mail at [www.usps.com/moversnet](http://www.usps.com/moversnet)

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EXHIBIT

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